



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION

EMPLOYMENT OPPORTUNITY
FINANCE AND INTERNAL OPERATIONS OFFICE
BUREAU OF HUMAN RESOURCES
EDUCATION LABOR RELATIONS SPECIALST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: The Public

Location 25 Industrial Park Road, Middletown

Hours: 8:00 a.m. – 5:00 p.m.

File/Position#: 800/60023

Salary Range: \$84,284 – \$114,914*

Closing Date: June 9, 2014

*** New hires to state employment start at the minimum of the above salary range.**

GENERAL STATEMENT OF DUTIES:

This individual would be accountable for performing complex tasks and participating in the establishment and/or administration of labor relations programs and collective bargaining agreements.

EXAMPLES OF DUTIES:

Assists chief spokesperson in collective bargaining negotiations of labor contracts within the state Department of Education; develops or assists in development of related policy; facilitates harmonious working relationships among parties in contract negotiations; coordinates development of labor relations contract proposals; reviews and analyzes existing contracts and those of other municipal Boards of Education as well as pertinent grievance and arbitration awards; coordinates research concerning comparative settlements; assists in recommending economic guidelines for settlement; conducts research into pertinent labor relations issues to develop negotiating positions and strategies; reviews cost and impact analyses of union proposals; analyzes impact of non-economic proposals; facilitates mediation process; conducts employee investigations; recommends and applies disciplinary actions in matters of discipline; prepares exhibits and witnesses; provides guidance to Connecticut Technical high school officials in matters of labor relations; conducts grievance conferences with agency and union officials; issues written findings to settle grievance and preserve integrity of labor agreement; ensures consistency of policies and procedures and uniform interpretation and administration of agreements within the department; may draft or negotiate precise technical contract language to effectuate agreements; may serve as chief negotiator; may prepare and present cases at binding rights and interest arbitration; may respond to unfair labor practice complaints; performs related duties as required.

QUALIFICATIONS:**Knowledge, Skill and Ability:**

Considerable knowledge of relevant state and federal laws, statutes, regulations and guidelines; considerable knowledge of collective bargaining and labor relations; considerable knowledge of rules of evidence; considerable knowledge of rules of practice and procedures before administrative bodies; knowledge of personnel administration, affirmative action and compensation and benefits; considerable interpersonal skills; considerable oral and written communication skills; considerable negotiating skill; considerable skill in writing technical contract provisions; considerable ability to interpret and apply statutes, contracts and regulations; considerable ability to apply judicial and administrative decisions to provisions of labor agreements; considerable ability to prepare and present cases at arbitration or other administrative hearings; ability to interview and conduct employee investigations; supervisory ability.

EXPERIENCE AND TRAINING:**General Experience:**

Eight (8) years of professional experience with primary responsibility for labor relations and labor contract negotiations.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in public administration, human resource management or other closely related field may be substituted for one (1) additional year of the General Experience.

Preferred Experience:

The preferred candidate has experience and training in administering progressive discipline; preparing and presenting cases at arbitration or other administrative hearings; and five (5) years of experience in conducting employee investigations.

Note: The selected candidate will be required to travel regularly throughout the state to the various Connecticut technical high schools.

APPLICATION PROCEDURE/REQUIRED DOCUMENTS:

All required documents must be received by close of business on the closing date in order to be considered for an interview. Interested candidates should reference job announcement #800 in the application materials and submit the following documents to address listed below:

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

**Connecticut State Department of Education
165 Capitol Avenue, Room G-16
Hartford, CT 06106
ATTN: Kim Barberi
TEL: (860) 713-6691**

Applications will be accepted via U.S. mail or hand delivery only.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#800
5/19/14